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**EUROPEAN TRAINING FOUNDATION
1997 ANNUAL REPORT**

(presented by the Commission)

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The European Training Foundation is an agency of the European Union which works in the field of vocational education and training in Central and Eastern Europe, the New Independent States and Mongolia. The Foundation also provides technical assistance to the European Commission for the Tempus Programme.

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INTRODUCTION

This annual report covers the fourth year of operation of the European Training Foundation. The pages that follow cover all the Foundation's activities in detail: Section 1 looks at strategic developments over the course of 1997, Sections 2 & 3 deal with management training and the National Observatories respectively while sections 4 & 5 describe the actions in the field of vocational education and training. Section 6 is dedicated to the Tempus Programme and Section 7 provides a breakdown of the 1997 budget. The annexes cover staffing, conventions, events and publications. References to the operational annexes of the Foundation's 1997 Work Programme* are made where appropriate.

1. STRATEGIC DEVELOPMENT

1.1. Work Programme

The Foundation's 1998 Work Programme was prepared in consultation with the European Commission, discussed with the Advisory Forum and approved by the Governing Board: It outlines the Foundation's medium term strategy for the period 1998-2000 from two perspectives namely geographical focal areas and vocational education and training priorities.

1.2. Governing Board

Two meetings of the Foundation's Governing Board took place in February and October 1997.

The eighth meeting of the Board took place in Turin on 17 February 1997 and covered:

- the clearance of the 1995 budget expenditure;
- the 1996 budget execution;
- the approval of the 1997 budget;
- the approval of the 1998 draft budget;
- the approval of draft rules for implementing the Foundation's financial regulation;
- discussion on a draft proposal on the establishment of an Advisory Committee on Procurement and Contracts within the Foundation (subsequently approved by written procedure);
- discussion on monitoring and evaluation procedures for the Foundation.

At its ninth meeting on 27 October the Governing Board:

- received an update from the Director on progress in the work of the Foundation;
- approved the draft 1998 work programme;

* European Training Foundation, Work Programme 1997 (ISBN 92-9157-035-4), shown as WP97 annex x.

- took note of the report by the Commission to the European Parliament, the Council and the Economic and Social Committee on the evaluation of the Foundation;
- took note of a report by the Director in response to the external evaluation of the Foundation;
- approved a draft decision on public access to the Foundation' documents.

As a result of suggestions made by the Governing Board members, a new formula for the meetings was agreed. Prior to the official meeting of the Board, there would be presentations on specific activities of the Foundation to allow the members greater insight into the Foundation's work and an opportunity to discuss vocational training reform issues in detail.

1.3. Advisory Forum

The Advisory Forum annual plenary meeting was held in Turin, 8-10 September 1997. There were two objectives: first, to comment on the Foundation's draft work programme; second, to discuss reports arising from the four sub-group meetings held in the Spring. A summary of members' recommendations on the work programme was submitted to the Governing Board in October. The four sub-groups addressed:

- ◆ The setting up of national, regional and sector targets as a tool for reforming the system.
- ◆ The role of the social partner in the development of vocational training in market economy at the enterprise level.
- ◆ Strategy and aids for the implementation of vocational standards.
- ◆ Key issues in the development of entrepreneurship and small business training - the potential for action.

The reports and main conclusions of each of the sub-groups were discussed in working groups and at the plenary meeting, leading to the design and implementation of concrete proposals for the 1998 Work Programme. (See Annex V for details on availability of documents).

1.4. Framework agreement

The Framework Agreement between the Commission and the Foundation was signed on 14 March 1997. This agreement sets out clear conditions for the transfer of the responsibility for the monitoring and implementation of vocational training programmes from the Commission to the Foundation. In line with the terms of the agreement the Foundation contributed to the preparation of programmes in the field of vocational training and management training in Belarus, Bosnia and Herzegovina, the Former Yugoslav Republic of Macedonia, Hungary, Kyrgyzstan, Latvia, Lithuania, Moldova, Romania, the Russian Federation, Slovenia and the Ukraine. A total of 8 projects (7 from the Phare Programme and 1 from the Tacis Programme) were transferred to the Foundation under this agreement in the course of 1997.

1.5. External Evaluation

In accordance with its Council Regulation (Council Regulation (EEC) n° 1360/90 of 7 May 1990 (OJ No L 131/1, 23.5.1990) amended by Council Regulation (EC) No 2063/94 of 27 July 1994 (OJ No L 216/9, 20.08.1994)), the first external evaluation of the Foundation was carried out by an independent consulting company. The outcome of this evaluation provided constructive feedback on the work of the Foundation to date and recommendations for the future development of the Foundation as a centre of expertise. A paper on the evaluation of the Foundation by the European Commission was submitted to the European Parliament, the Council and the Economic and Social Committee*. This report will be the basis for the further development of the Foundation over the next couple of years. At the October meeting of the Governing Board, the Foundation undertook to submit a report in 1998 on the follow-up to be taken.

1.6. Co-ordination meetings with other organisations

The Foundation continued to exchange information and experience with international organisations such as OECD, UNESCO and the ILO through periodical meetings and participation in various projects. Moreover, in collaboration with the Commission it developed closer and more structured links with CEDEFOP, centred around a joint memorandum of understanding, a joint exhibition at the European Parliament in Strasbourg, a joint issue of the European Journal of Vocational Training (to be published in January 1998 - see Annex V), and concrete co-operation on a number of specific projects.

* COM (97) 379 final

1.7. Co-operation with other EU agencies

Several meetings between the Commission and other EU agencies as well as meetings between the agencies themselves took place throughout the year to discuss topics of common interest such as the development of a computerised budget and accounting system to be implemented in a number of agencies. Further information on these meetings can be found in Annex IV (nos. 43 and 57).

1.8. Thematic activities

Throughout 1997, numerous workshops, seminars and studies were undertaken to examine the following themes across different partner countries:

- curriculum development (cross country analysis);
- post secondary vocational education (study and round table in co-operation with the Council of Europe);
- the role of social partners (studies and workshop);
- the implementation of vocational standards (studies and pilot project);
- the financing of vocational training in the Tacis countries (pilot project);
- linking training to the labour market (study and workshop);
- the integration of work and learning (pilot project);
- legal framework development (study and workshop);
- transparency and mutual recognition of qualifications (studies).

As a result of many of these activities new networks of experts were established between, for example, social partners in the EU and the partner countries, and experts in the field of vocational standards. In addition, some resulted in the production of a publication - see Annex V for further details (WP97 annexes 4, 5, 8, 9, 10, 11 and 30).

1.9. Donor co-operation

The programme of national donor co-operation continued with country-specific activities. In line with Foundation priorities, workshops were held in Albania, Bosnia and Herzegovina, Azerbaijan and Bulgaria and attended by key donor organisations. Moreover, the Foundation launched a specific study into the potential for donor co-operation in the field of vocational training in the partner countries. The findings of the report were discussed at an informal working group meeting in September 1997 comprising members of the Foundation's Advisory Forum with a view to identifying key elements for future work in this field.

Moreover, the Foundation had several co-ordination meetings with other donors in planning missions in the partner countries and in connection with the National Workshops and policy seminars in the New Independent States. In Central and Eastern Europe, the Foundation co-operated in a number of ways with the OECD where staff joined teams of international experts in the review of the education system in Slovenia and an appraisal of life-long learning in Hungary (WP97 annex 7).

2. MANAGEMENT TRAINING

2.1. Actions involving all partner countries

- ◆ The elaboration of a report entitled “Redesigning Management Development in the New Europe” began in the framework of the New Business School Project. This document will be published in both English and Russian and disseminated to management training centres, employers’ associations, trade unions, chambers of commerce and companies. A follow-up programme will also be launched including the organisation of national workshops in the partner countries and the establishment of a feedback network with bodies interested in sharing the innovation process. (WP97 annex 3).
- ◆ A call for tender for a “Strategic Audit of Business Schools” was launched and awarded. A questionnaire was sent to schools and a pre-selection of the first and second wave of institutions to audit was made, as was a provisional plan for 1998 activities. (WP97 annex 2).

2.2. Actions in Central and Eastern Europe

- ◆ Programme activities started in February 1997 on a **management training project in Bulgaria** (convention BG9315) which is to be completed by the end of 1998. Its aim is to support executive management training capacity in Bulgaria. 18 new executive training courses have been developed. The preparation of 10 in-company projects have started and the partner institutions have developed marketing plans. Within the framework of the project the partner institutions have created a new Bulgarian Association for Management Development which will be open to other members (WP97 annex 15).
- ◆ **Development of a Centre of Excellence in Management Training** (LI9405). The main objective of this project is to develop a Centre which will provide managerial and entrepreneurial training at an internationally comparable standard (at postgraduate level) and related management consulting support services specifically required for the ongoing private sector development in Lithuania. Particular attention will be paid to companies opening to international competition and SME start-up and development. Transferred to the Foundation in July 1997, the first phase of the project (feasibility study) has been completed while the second phase (implementation) will begin in 1998. All the major technical assistance for the programme has been contracted (WP97 annex 22).
- ◆ There are three education components to the Estonian **Institutional and Human Resource Development programme** (ES9502.02):

- * The **Business Education Reform Programme** is a continuation of a Danish bilateral project which led to a new 4-year cycle business college programme at Tallinn Kommertskool (TKS) and an adapted 3-year business-line programme in 8 general secondary schools. In 1997, subject manuals were completed, teachers trained and equipment upgraded. Efforts were made to develop adult education departments in all 9 schools. In September 1997 TKS became the Business College of Tallinn Technical University. The school drew up a dissemination plan to involve 27 other schools in project which will be implemented in 1998.
- * The **Higher Education Reform Programme** aims at help setting up Centres of Strategic Competence which re-integrate science (teaching), research and economic development. Achievements in 1997 with respect to structural reforms include:
 - new Law on the Organisation of Research & Technological Development (RTD) passed,
 - the main bulk of research funds now distributed on a competitive basis,
 - reorganisation of the Estonian Innovation Fund for applied research and development,
 - integration of former Academy of Science institutions with universities; and
 - improvement of facilities through the opening up of high standard research labs for graduate studies.

A Centre for Strategic Competence has been established at Tartu University with the following four divisions: materials science, gene technologies, information technologies and environmental technologies. The Centre at Tallinn Technical University was established to cover the fields of material sciences and bio/gene technologies.

- * The **Language Training programme** saw the establishment of a Language Strategy Centre and the design of an Estonian language training strategy for non-Estonian speakers which will be incorporated into a wider integration strategy (WP97 annex 18).
- ◆ The **Business Education Reform Programme** in Latvia (**LE950206**) aims at the development of a coherent business education system through the introduction of post-secondary level and adult education programmes at 5 pilot institutions. During 1997 five two-year post-secondary curricula were developed for the following specialisations: marketing and sales, marketing and advertising, economics, accounting and taxation, public administration, and transport and logistics. The delivery of post-secondary curricula was initiated at 3 pilot institutions and a draft policy paper and action plan for the development of adult business education was produced. The pilot institution managers were trained in three seminars on institutional management and a study tour. The local expert group produced and disseminated materials to the pilot institutions for most of the compulsory subjects, three of which also received teaching equipment. The Foundation supported the start-up of adult education activities in the Phare Business Education Reform Programmes in the Baltic countries by organising a two-day seminar in Tallinn in May (WP97 annex 20).

2.3. Actions in the New Independent States and Mongolia

- ◆ The implementation phase of the 'Evaluation of Activities in the field of Management Training' project was completed (convention 965167). This phase included the evaluation of 20 Tacis projects, the analysis of the Tacis management training sector policy and the implementation of a survey on other donor activities in the same field. The final report was submitted to the European Commission and approved at the beginning of December, enabling the project's dissemination phase to commence with a seminar in Brussels in December to present the results of the evaluation. (WP97 annex 37).
- ◆ A conference took place in Kyrgyzstan in February on 'Training Facilities for small and micro enterprise advisors/trainers'. This initiative brought together a number of SME programme development experts from six Eastern European countries and EU Member States.
- ◆ The Foundation was involved in the preparatory stages and participated in the launching conference of the 'Yeltsin initiative' in September 1997 to train Russian managers organised by the National Commission for Management Training in Russia. At the request of the EU Delegation in Moscow, the Foundation will continue to contribute to this initiative.

3. NATIONAL OBSERVATORIES

One of the initiatives started by the Foundation is the establishment of a network of National Observatories in the partner countries (conventions ZZ9407, 950968 & 965166). In the launch phase of this project, from October 1995 to December 1997, a total of 24 Observatories in 23 countries were established to function as a network for the exchange of information, expertise and best practice in vocational education and training.

During 1997 the National Observatories produced detailed reports on the progress of vocational training reform in their countries. A total of 15 reports were published in 1997 and can be obtained on request from the Foundation. Reports from the other nine Observatories will be made available in 1998.

Analytical country reports and fact sheets for nine Central and Eastern European partner countries, based largely on the information contained in the National Observatory reports were produced and published by the Foundation in late autumn. Wide dissemination of these documents started at the end of the year. (See Annex V for details on the availability of documents).

A number of projects were launched with a view to enhancing the network through electronic means. These included the establishment of internet discussion groups and gathering information for the Foundation's own homepage with support from Albanian, Czech and Hungarian experts. Further development of the country working group document database with support from an Albanian expert. Furthermore, experts from Slovenia, Hungary and Romania worked on the development of a database of Key Indicators which has now been completed and provides a quantitative analysis of the performance of national vocational training systems. A document on this topic is to be published early in 1998. (WP97 annex 1).

3.1. Glossary project

Substantial progress was made in this project which involves the National Observatories and experts from the UK, the Netherlands, the Czech Republic and the Russian Federation in the production of a glossary covering two thematic areas (Labour Market Standards and Curriculum Development). A draft of the glossary was prepared (in English) covering lists of key terms, comments, definitions and equivalents in Russian, French and German. Publication is expected in May 1998

4. VOCATIONAL EDUCATION AND TRAINING ACTIVITIES IN CENTRAL AND EASTERN EUROPE

4.1. Preparations for accession

At the end of the year, the European Council in Luxembourg took the necessary decisions to launch the overall EC enlargement process. The enhanced pre-accession strategy is intended to enable all applicant states of Central and Eastern Europe eventually to become members of the European Community and, to that end, to align themselves as far as possible on the Community acquis prior to accession. Against this background, project plans have been revised where possible to ensure that the present Phare and Foundation supported operations on vocational training are more focused in terms of preparation for integration into the EC. This took a number of forms, including:

a) *Leonardo da Vinci Programme (95-PECO-LEO-0007/0013 & (96-ETFO-LEO-0005)*

Preparatory measures to assist the opening of the Leonardo da Vinci programme to ten partner countries were implemented at the request of the Commission and in cooperation with the Technical Assistance Unit and the National Coordinating Units. These included the compilation of country dossiers providing key information on vocational education and training to assist possible future project partners, the organisation of thematic conferences in Germany, Sweden, the Czech Republic, Poland and the Slovak Republic on the role of the social partners, the development of SMEs, regional development, counselling and guidance, mobility and foreign languages, and support was provided for partnership activities. (WP97 annex 29)

b) *Pilot actions*

Four studies were initiated in selected regions (Czech Republic, Poland, Hungary and Slovenia) concerning the role of vocational education and training within regional development, including preparation for the implementation of the European Social Fund. These will be followed up with pilot projects.

c) ***Partnership development***

The partnership development and 'twinning' principal which underpins the institution-building objective of the new Phare orientations was addressed through the final Staff Development programme conference in Turin in June and one 'partner conference' in Sinaia (Romania) in May (WP97 annex 6).

d) ***"Acquis communautaire" in the field of vocational training***

A number of activities were carried out to promote the integration of social partners in policy discussions on training including the preparation of an inventory of the current situation with regard to social dialogue in 10 partner countries and a seminar in Turin in December. The outcome of these activities lead to an action plan for 1998. The issues of regulated professions and the transparency of qualifications were also tackled in this context through the completion of case studies in Hungary, and the Czech and Slovak Republics. (WP97 annexes 10, 30).

4.2. Phare vocational training programmes

The Foundation continued to assist the Commission and partner countries in the management, technical support and monitoring of a range of Phare programmes transferred from the European Commission to the Foundation during 1995 and 1996. Interim evaluations of all programmes got underway between January and June 1997. (WP97 annexes 13-25)

An additional four such programmes were transferred to the Foundation in 1997 (Estonia - development of information systems and higher education reform (WP97 annexes 18, 31); Latvia - higher vocational education programme (WP97 annex 31); Lithuania - management training (WP97 annex 22).

Further details about the financing of individual vocational training programmes can be found in Annex I of this annual report.

4.2.1. Centrally managed vocational training reform programmes

The Foundation's role in centrally managed programmes is that of contracting authority on behalf of the national authorities. It is in charge of all aspects of programme management in close co-operation with the national authorities including the drafting of terms of reference, tendering and contracting, approval of project reports and financial management.

a) *Albania - Vocational Education and Training Reform (AL9506)*

This small scale action aims to kick-start reform in vocational training in Albania. The focus of the programme is the reform of policy, including support to a pilot vocational school and an adult training centre. Activities are concentrated on curriculum development, training of teachers, supply of equipment and assistance with labour market needs assessment. Tripartite co-operation was a theme of a 'World of Work' workshop which brought together all key actors including social partners in the field of vocational education and training. Following the civil disturbances in spring 1997, implementation was delayed by six months and is now due to be completed by May 1998 (WP97 annex 13).

b) *Staff Development Programme (ZZ9432)*

This Phare funded action for 11 partner countries aimed to establish and train a core group of experts working in the training field at national level. The groups were established and the implementation of the training programmes began in 1996. In total 143 correspondents participated in the programme with training in-country followed by study visits to a selected number of EU countries. All groups finalised their training period with a report identifying priorities and recommendations for further development of the national training systems, with particular reference to future EU integration where appropriate. A final conference was held in Turin in June 97 to exchange outcomes and recommendations (WP97 chapter II).

4.2.2. De-centrally managed vocational training programmes

The Foundation's role in the de-centrally managed programmes relates to all aspects of programme management including the approval of strategic plans and work programmes, drafting the terms of reference for the different programme components, and ensuring that all aspects of the Phare rules and procedures are respected concerning procurement of goods and services and financial management. The Foundation's programme managers undertake regular programme monitoring and follow up missions to the countries and keep in daily contact with the Phare Programme Management Unit directors. Furthermore, the Foundation keeps in close contact with the ministries of education and labour and other relevant authorities in the eligible countries to ensure that the content of the programmes are in line with national priorities.

a) *Bulgaria - Vocational Education and Training Reform (BG9506)*

This programme was transferred to the Foundation in 1996 and will run until the end of 1999. A new policy development unit was set up in the Vocational Education and Training Department of the Ministry of Education, Science and Technology. National guidelines for occupational standards were developed and draft curricula for 13 occupations in 25 pilot schools were prepared. Three in-service teacher training centres were created and a first foreign language teacher trainer centre was set up. A draft decree on the introduction of delegated budgets in schools in four pilot municipalities was drafted and is under discussion with the Ministry of Finance. The Accreditation Agency for Higher Education became operational and first pilot accreditations took place. A strategy for a new policy for science and technology was also developed (WP97 annex 14).

b) *Czech Republic - Vocational Education and Training Reform (CZ9305)*

Contractual aspects of this programme ended in December 1996. In 1997 implementation continued, including an internal evaluation of the results of the programme against the general debate on vocational training in the country, carried out by 8 teams of Czech experts representing all stakeholders (representatives from ministries, social partners, schools, the research community, and students). Their work was supported by an external team of international experts and has led to the publication and presentation to the public at an international conference of a document summarising the outcomes and results of the Phare training experiment. It includes a policy paper entitled 'Education for Prosperity - Towards a learning society', which summarises all reports and proposes a comprehensive, future-oriented policy programme for the Czech Ministry of Education (WP97 annex 16).

c) *Estonia - Vocational Education and Training Reform (ES9409)*

This programme began in 1994 and will run to the end of 1998. Its aim is to support curriculum development, teacher training and upgrading learning materials, partnerships with EU schools and policy development. In 1997 significant agreements between the relevant industry groups were reached on national profiles for the tourist and construction sectors. A total of 13 selected pilot schools were fully involved in developing course modules to nationally approved industry standards. Early in the year the Vocational Division of the new Estonian National Centre for Qualifications and Examinations was established with the aim of developing a national framework for vocational qualifications. The Estonian Chamber of Trade and Commerce began the establishment of tripartite trade committees which will carry out training needs analyses and define standards for training. Estonian policy-makers and social partner representatives worked throughout the year on a draft vocational training policy paper outlining reform directions into the next century (WP97 annex 17).

d) *Estonia - Information Systems in Education programme (ES9612.02)*

The objective of this programme is to develop a central computer-based education information system and integrate new information and communication technologies into the Estonian school system. A company was chosen to provide

overall technical assistance, 20 pilot schools were selected and a major equipment procurement operations started (WP97 annex 31).

e) Latvia - Vocational Education and Training Reform (LA9408)

This programme which aims to reform secondary level vocational education in Latvia with a particular emphasis on curriculum reform will come to an end in 1998. During 1997 curricula were developed for 10 occupations and 5 general subjects and implemented for a full year on a trial basis in 18 vocational schools. A total of 372 curriculum development group members, pilot school representatives, ministry staff and private sector representatives were trained through 5 conferences, 32 training courses and 18 study tours. Generic and vocation-specific equipment was supplied to the pilot schools and partnerships were formed with EU schools. At policy level Latvian policy-makers attended the "Workshop for Vocational Training Policy Advisers from the Baltic countries" organised by the Foundation in Turin (see Annex IV). A follow-up workshop was organised in Riga for 63 key persons to broaden the support base of the White Paper and the law on vocational training. The Vocational Education Development Programmes Agency was established by the Minister of Education and Science to co-ordinate and manage the planning and supervision of the 3 Phare vocational training programmes and the Leonardo da Vinci programme (WP97 annex 19).

f) Latvia - Higher Vocational Education Reform Programme (LE9609.01)

This programme was transferred to the Foundation in March 1997 and aims to develop and implement a national strategy for secondary and post-secondary vocational education. Start-up activities began on a number of measures. Task forces for the development of strategy for higher vocational education and the development of national occupational and educational standards were established and the members trained. A management review for the Professional Education Centre and twinning arrangements of a similar EU institution were planned, and outputs are foreseen in 1998. Preliminary discussions on procedures, selection criteria, possible regions and main stakeholders were held on the development of two pilot regional vocational education and examination centres (WP97 annex 31).

g) *Lithuania - Vocational Education and Training Reform (LI9410)*

Designed to assist the Lithuanian authorities with the reform of its vocational education system, progress in this programme in 1997 included the introduction of new year 1 and 2 curricula and some 750 modules for 9 new broader-profile occupations in priority sectors for Lithuanian economy to 27 pilot schools. A total of 168 teaching and learning packages supporting individual modules were completed and implementation began in September 1997. Teachers, school managers and social partners were trained on relevant issues of vocational education reforms. The National Standards Group, established by the Phare programme and officially recognised by the Government in 1997 to act as the permanent national authority, produced a major study on "National Standards in Vocational Education and Training in Lithuania". At policy level, a Draft White Paper on vocational training was developed and presented for discussion to the national authorities in October 1997 (WP97 annex 21).

h) *Poland - Improve Programme (PL 9416)*

This programme concluded its activities in December 1997 and was a follow-up to earlier Phare support for the reform of vocational education in Poland. The Phare IMPROVE programme consisted of three key actions:

- a) Further development of curricula through four regional centres and further trials in 35 selected schools;
- b) Introduction of pre-vocational skills (or core skills) in the curricula of elementary and general secondary schools;
- c) Development of monitoring and evaluation instruments and procedures to determine labour market relevance of the new curricula.

A new core module "Introduction to market economy" was developed and used across different occupations.

i) *Romania - Vocational Education and Training Reform (RO9405)*

The curricula developed through this programme were implemented on a pilot basis in 75 schools distributed all over the country. It provides a 3 year vocational education certificate and a 2 year post-high school diploma in 20 different sectors of activity.

In 1997, training courses for school administrators, teachers, social partners, Ministry of Education were given, specialised technical equipment was installed and workshops on different subjects including curricula development, school management, the role of social dialogue, general management techniques were organised. In July 1997 Emergency Ordinance n. 120 was issued with the aim of revising the Law on Education (n. 84/995) and introducing fundamental changes such as increased flexibility within the vocational training system, increased emphasis on institution building, and increased funding for vocational training (WP97 annex 23).

j) Slovenia - Vocational Education and Training Reform (SL9405)

The objective of this programme is support the Slovenian administration to reform of its initial training system. In 1997 the programme on vocational education and training reform developed/revised and implemented 25 curricula from the secondary to the non-university higher professional levels. A total of 160 school administrators and teachers were trained in school management. Vocational teacher training continued and policy workshops were implemented on needs analysis, teacher training and curriculum development (general subjects). The National Institute for Vocational Training which opened in 1996 became fully operational (WP97 annex 25).

k) Slovak Republic - Vocational Education and Training Reform (SR9403)

This programme supports the wider reform of the Slovak vocational education and training system. It concentrates in particular, on the key policy areas of curriculum development, teacher training, partnerships with EU schools, up-grading of teaching equipment and dissemination of results. During 1997 new curricula were developed and approved for Year 3, new teaching equipment was supplied to twenty pilot schools, pilot school partnership agreements were established with EU schools, and the first element of the teacher training programme was implemented. A key policy development was the decision to merge secondary apprenticeship and technical schools nationwide. Institution-building measures included the provision of support to the State Institute of Vocational Education, which will be 'twinned' with a similar institution in the EU. The programme will expire in September 1998 and the Ministry of Education has undertaken to produce a policy paper indicating how the sustainability of reforms will be ensured (WP97 annex 24).

4.2.3. Programme management unit meetings

With the co-operation and financial support of the Dutch and French authorities, high ranking representatives from partner countries were hosted in Bussum (NL) and Lille (F) and introduced to those countries' training systems with specific reference to core EU policies and associated institutions. These were the seventh and eighth meetings of the PMU directors.

4.2.4. Phare distance education and training programme (ZZ9507/ZZ9617)

A large scale call for proposals for this programme was launched in May with the overall objective of promoting multi-country (both among the Phare countries themselves and with the EU) co-operation in the area of distance education and training in particular, as well as the further development of the post-secondary education and training systems of the Phare countries in general. By the September deadline a total of 139 eligible applications were received. With the assistance of an expert committee, 30 projects were selected for grant assistance to develop training packages specifically related to core EU policy areas such as environment, statistics, and transport. (WP97 annex 27)

4.2.5. Phare higher education programme (ZZ9520)

Institutional development and know-how was reinforced by way of the Phare multi-country programmes in higher education through the training of statisticians in the development of statistics and indicators in the education sector, commensurate with EUROSTAT requirements. (WP97 annex 28).

4.2.6. Activities in former Yugoslavia

The Foundation concentrated its efforts primarily on needs identification and recommendations in the countries of Bosnia and Herzegovina and the Former Yugoslav Republic of Macedonia. In both cases, a key feature of the Foundation's work has been a concerted effort to work with other international organisations and donors active in the area of training reform, with a view to pooling expertise, guarding against duplication and reducing costs. Specific activities included:

- * The preparation of a strategic report (Report on Vocational Education and Training in Bosnia and Herzegovina) in collaboration with international experts with the support of the World Bank and the subsequent elaboration of a Phare programme proposal for institutional reform and specific measures for the training of refugees and displaced people in Bosnia and Herzegovina.
- * A stock-taking exercise in collaboration with the US Department of Labour in the Former Yugoslav Republic of Macedonia resulting in a report (Report on Vocational Education and Training in the Former Yugoslav Republic of Macedonia - see Annex V on publications) to be used as the basis for a Phare programme proposal to support the modernisation and development of initial training.
- * Assistance for the establishment of a system in Bosnia and Herzegovina for the recognition of qualifications obtained abroad by refugees during the war. (WP97 Chapter II).

5. VOCATIONAL EDUCATION AND TRAINING ACTIVITIES IN THE NEW INDEPENDENT STATES AND MONGOLIA

5.1. Involvement in Tacis action programme preparations

The Foundation continued to assist the European Commission with the action programme preparations of the Tacis Programme. It was involved in the design of programmes for seven countries (Ukraine, Belarus, Moldova, the Russian Federation, Azerbaijan, Kyrgyzstan and Uzbekistan) and Foundation staff participated in programming missions to these countries (see below for further details on some of these programmes).

5.2. Implementation of projects

a) *Language training (WW9407)*

On the basis of information gathered from various Tempus projects in the field of language training, preparations for this project, which aims at providing language training for officials involved in international co-operation, began in selected universities. Activities started in Armenia, Azerbaijan, Belarus, Moldova, Ukraine, Kazakhstan, Kyrgyzstan and Uzbekistan. The project will be extended to include Georgia in 1998. (WP97 annex 35).

b) *Pilot project in North West Russia*

At the request of the five EU Member States involved in this parallel-funded pilot project (which began in June 1996), the Foundation increased its involvement in the project's management. The Russian programme manager and her counterpart at the Foundation share the responsibility for programme co-ordination and management of the horizontal activities. A mid-term evaluation was carried out by a team of independent Russian and European consultants in the autumn. The final results are expected in 1998 although initial results are already very encouraging. (WP97 annex 33).

c) *Staff Development Programme*

The first phase of this project took place in 1996. In 1997 a tender for the second phase was launched, evaluated and awarded. During this second phase the beneficiaries of the first phase (staff from the ministries of education and labour in Belarus, Moldova, Ukraine, Kazakhstan and Uzbekistan) finalised their national action plan proposals and the rest of the New Independent States and Mongolia were included (apart from the Russian Federation, which will join the programme in 1998).

Links were established with other projects such as the vocational training standards project (see 5.1.7. below), the vocational training financing project (see 5.1.6. below) and with the National Observatories (see Section 3 above). (WP97 annex 32).

d) *National Workshops*

National workshops were held in Kyrgyzstan, Kazakhstan, Mongolia, the Russian Federation and the Ukraine organised by the respective National Observatories (see section 3.1). The aim of these workshops was to bring together key actors involved in the work of the National Observatories and to discuss in particular the reports they produced on the vocational education systems in their respective countries. (WP97 annex 6).

e) *Seminars to support the reform of vocational training in the Russian Federation*

At the request of the Russian Minister of Education three separate seminars on different topics (legal reform, distance education and vocational training financing) were organised throughout the year and in cooperation with various other international organisations. (WP97 annex 33).

f) *Other activities*

Several other activities were carried out in the Tacis region during the reporting period:

- * A restricted tender for the elaboration of a country report and proposal on continuing vocational education and training in Uzbekistan was launched. The results will be used in the preparation of the new National Programme for Human Resource Development, which will form the basis for overall reforms of the education system of Uzbekistan.
- * As a direct follow-up to the work of one of the Advisory Forum sub-groups a project involving five New Independent States and Mongolia on the implementation of standards in the services sector was launched.
- * Different areas of education and training in the Russian Federation are to be supported by a new Tacis-funded project (known as DELPHI-I). The Foundation prepared terms of reference for its implementation and activities are planned to start in 1998.
- * The Foundation also participated in the preparation of terms of reference for a vocational training reform project entitled 'Assistance to the reform of the professional reorientation system in Moldova' (MO97010301). The tendering process was launched and should be completed in early 1998.

In addition to these activities several seminars and workshops were held with the direct or indirect support of the Foundation. Details about these events can be found in Annex IV of this document.

6. TEMPUS

Technical assistance was provided to the European Commission by the Foundation for the implementation of the Tempus Programme. A separate annual report for this programme is produced by the European Commission and can be obtained on request.

6.1. Selection results

6.1.1. Tempus Phare

<i>Type of project</i>	<i>Applications received</i>	<i>Applications proposed for funding</i>
<u>Joint European Projects</u>	563	192
<u>Complementary Measures</u>		
• round 1	48	29
• round 2	125	61
• round 3	120	<i>at the time of writing the selection procedure is still on-going</i>
<u>Individual Mobility Grants</u>		
• round 1		
East ⇌ West	758	481
West ⇌ East	54	30
	Total	511
• round 2*		
East ⇌ West	972	583
West ⇌ East	93	42
	Total	625

6.1.2 Tempus Tacis

As a result of the two-yearly funding mechanism introduced for the majority of Tacis countries by the Commission, contracts for successful consortia from the 1996 selection round were issued in two separate batches:

* At the time of writing these projects are awaiting final approval

	Partner countries* involved	no. of contracts issued
January 1997	Armenia, Azerbaijan, Belarus, Georgia, Mongolia, the Russian Federation, the Ukraine and Uzbekistan (all project types (Joint European Projects, PreJEPs and Compact Projects))	107
December 1997	Kazakhstan, Kyrgyzstan, Turkmenistan and Moldova (all project types (Joint European Projects, Pre-JEPs and Compact Projects))	20
	Armenia, Belarus, Mongolia, the Russian Federation, the Ukraine and Uzbekistan (Joint European Projects)	30

6.2. Monitoring

6.2.1. Tempus Phare

The monitoring programme, including preventative field and desk monitoring was maintained for all Tempus Phare actions in 1997. Following Commission guidelines, the monitoring of 487 Joint European Projects, 100 Compact Measures Grants and 1,096 Individual Mobility Grants was carried out.

In the area of preventative monitoring, training and information workshops with project contractors and partners took place in all partner countries with a view to providing assistance and preventing difficulties in the implementation of the projects.

The programme of monitoring visits continued in co-operation with the National Tempus Offices.

An objective oriented performance evaluation of projects was made on the basis of the progress reports submitted by the projects. The financial management of projects was evaluated through the assessment of their financial reports.

6.2.2. Tempus Tacis

Preventative monitoring was provided to the 166 Tempus Tacis projects running in 1997 by means of:

- * The fourth EU project co-ordinators meeting at which 150 project representatives were present to debate and improve their expertise on project management, contractual rules and partner country realities.

* All Tacis activities were suspended with Tajikistan

- * Two training workshops for local project co-ordinators in the Russian Federation and in the Ukraine (the latter also involved co-ordinators from Belarus and Moldova) on project management and the logical framework approach.
- * Development of a Tempus handbook on 'Objective Oriented Project Design and Management' targeted at project co-ordinators as a support tool for project management.

In addition to this the Foundation provided desk monitoring of the running projects through the evaluation of the progress reports and the assessment of project performance in terms of progress, organisation and financial management.

The programme of monitoring visits by the Tacis Monitoring and Evaluation Teams continued in 1997. Following each field visit recommendations for follow-up were made and feedback was provided to the project partners by the Foundation. The monitoring visits also provided the Commission and the Foundation with information on the impact of Tempus actions at institutional level and, in certain cases, the opportunity to make recommendations on whether or not Tempus policy within the institution concerned was appropriate.

6.3. Information, publications and output dissemination

6.3.1. Tempus Phare

Assistance was provided to the Commission for the organisation of the 1997 Tempus conference in Portoroz, Slovenia. The conference was the major launching event for Tempus II bis, including a stock taking of past achievements, discussions on present developments and future perspectives in the Phare countries. It was attended by 160 participants from EU Member States, Central and Eastern Europe, and the New Independent States representing academic communities, Joint European Projects, the National Phare Co-ordination authorities, the Tempus Tacis Information Points, National Tempus Phare Offices and EU National Contact Points, the European Commission and a number of international higher education networks. A total of 41 countries were represented.

6.3.2. Tempus Tacis

The Tempus Tacis Output Evaluation Scheme was implemented with the aim of evaluating the academic value of results produced by Tempus projects in the field of economics in Russia and the Ukraine and developing a strategy for their dissemination. Its main components were a series of project site visits by academic experts, the organisation of a workshop chaired by the Commission in Ljubljana, preceding the Portoroz conference, to discuss the results of the visits and potentials for dissemination, a market analysis and the development of a long-term strategy for dissemination. This was also the subject of a workshop at the Portoroz conference itself.

A workshop chaired by the Commission was organised involving Tempus Information Points, EU National Contact Points and National Tempus Offices in Helsinki, Finland. The meeting aimed at reinforcing the Tempus Information Point network through the

transfer of experience from the National Tempus Offices, and defining more precisely the role that these bodies can play in the promotion of Tempus outputs.

6.4. National Tempus Office co-ordination

Contracts with National Tempus Offices in 12 partner countries were issued and managed on behalf of the Commission. Co-operation with the national Tempus Offices took place in selection, monitoring, information, publications and output dissemination activities (WP97 annexes 26 & 36).

7. FINANCE

7.1. European Training Foundation's 1997 budget

The Foundation was allocated a budget for the 1997 financial year amounting to 15.4 MECU.

A summary of expenditure in 1997 is set out in the table below:

Final appropriations for the 1997 financial year	ECU	15 400 000.00
Utilisation of appropriations		
Commitments	ECU	15 268 367
Payments	ECU	12 543 356
Appropriations to be carried forward automatically	ECU	2 725 011
Appropriations cancelled	ECU	131 633

7.2. Management of operational funds

In addition to the general Foundation budget, which covers general running expenses, the Foundation manages Phare and Tacis funds primarily in the field of vocational training. For each of these budgets, a specific convention has been signed with the Commission, detailing the activities to be financed and the modalities of this financing. As of 14 March 1997, funds have been transferred through the mechanism of the Framework Agreement (see section 1.4). Moreover, the Foundation manages conventions allocated for the implementation of the Tempus Phare and Tempus Tacis programmes.

The Foundation's operational budgets were audited by DG XX of the European Commission in April and October. A report on the outcome of the last audit will be published early in 1998.

For a detailed breakdown of the conventions managed by the Foundation in 1997, please see Annex I.

7.3. Carry-overs from 1996 to 1997

I. Carry-overs from 1996 to 1997 by Governing Board decision

Appropriations	Total expenses	Execution
665,000	612,229.61	92%

II. Automatic carry-overs from 1996 to 1997

Appropriations	Total expenses	Execution
3,287,595	2,940,983	89.46%

ANNEX I - CONVENTIONS

CONTRACTED 1/1/97 - 31/12/97

PHARE									
Convention n°	Initial budget	Final budget	Contracts ETF as per 31.12.97	Payments ETF as per 31.12.97	Contracts locally as per 31.12.97	Payments locally as per 31.12.97	Total contracts as per 31.12.97	Total payments as per 31.12.97	Available for contracting as per 31.12.97
AL9506	700,000.00	700,000.00	648,761.44	196,525.04			648,761.44	196,525.04	51,238.56
BG9315	1,399,000.00	1,399,000.00	1,377,199.54	414,108.29			1,377,199.54	414,108.29	21,800.46
LI9405	690,000.00	690,000.00	673,995.00				673,995.00	0.00	16,005.00
ZZ9407	1,000,000.00	1,000,000.00	975,443.88	790,366.09			975,443.88	790,366.09	24,556.12
ZZ9432	2,600,000.00	2,600,000.00	2,571,112.21	2,470,853.00			2,571,112.21	2,470,853.00	28,887.79
ZZ9507	5,000,000.00	5,000,000.00	4,942,356.34	530,345.55			4,942,356.34	530,345.55	57,643.66
ZZ9520	3,500,000.00	3,500,000.00	3,469,280.00	997,867.20			3,469,280.00	997,867.20	30,720.00
ZZ9617	5,000,000.00	5,000,000.00	2,944,232.00	0.00			2,944,232.00	0.00	2,055,768.00
Leonardo	270,000.00	270,000.00	139,120.00	39,000.00			139,120.00	39,000.00	130,880.00
Leonardo	700,000.00	700,000.00	415,509.49	181,509.49			415,509.49	181,509.49	284,490.51
BG9506	9,000,000.00	9,000,000.00			7,898,381.40	2,363,449.36	7,898,381.40	2,363,449.36	1,101,618.60
CZ9305*	4,000,000.00	4,070,000.00			4,055,000.00	2,949,117.00	4,055,000.00	2,949,117.00	15,000.00
ES9409	3,000,000.00	3,000,000.00			3,000,000.00	2,281,473.00	3,000,000.00	2,281,473.00	0.00
ES961201	1,600,000.00	1,600,000.00			749,382.00	233,995.00	749,382.00	233,995.00	850,618.00
ES961202	600,000.00	600,000.00			595,000.00	243,116.00	595,000.00	243,116.00	5,000.00
ES962201	1,700,000.00	1,700,000.00			479,501.00	0.00	479,501.00	0.00	1,220,499.00
ES962202	600,000.00	600,000.00			0.00	0.00	0.00	0.00	600,000.00
LA9408**	3,000,000.00	3,000,000.00			3,070,163.00	2,016,376.00	3,070,163.00	2,016,376.00	-70,163.00
LE960901***	1,500,000.00	1,460,679.00			782,180.00	194,222.00	782,180.00	194,222.00	678,499.00
LI9410	4,000,000.00	4,000,000.00	83,444.00	65,207.00	3,669,048.00	3,022,765.00	3,752,492.00	3,087,972.00	247,508.00
PL9416*	4,000,000.00	4,043,006.00	13,640.00		4,014,925.00	3,948,275.00	4,028,565.00	3,948,275.00	14,441.00
RO9405*	25,000,000.00	25,262,330.00	242,417.00	9,874.94	25,019,913.00	14,949,719.79	25,262,330.00	14,959,594.73	0.00

PHARE									
Convention n°	Initial budget	Final budget	Contracts ETF as per 31.12.97	Payments ETF as per 31.12.97	Contracts locally as per 31.12.97	Payments locally as per 31.12.97	Total contracts as per 31.12.97	Total payments as per 31.12.97	Available for contracting as per 31.12.97
SL9405*	3,000,000.00	3,083,974.66	12,764.00	3,829.00	3,071,210.66	1,967,150.80	3,083,974.66	1,970,979.80	0.00
SR9403**	4,000,000.00	3,972,580.00	74,000.00		3,895,461.00	2,172,958.54	3,969,461.00	2,172,958.54	3,119.00
ES950202	1,700,000.00	1,700,000.00	700,557.00	417,644.58	791,228.00	691,011.00	1,491,785.00	1,108,655.58	208,215.00
LE950206	1,000,000.00	1,000,000.00	393,537.00	206,198.77	389,849.00	259,945.00	783,386.00	466,143.77	216,614.00
Total 1	88,559,000.00	88,951,569.66	19,677,368.90	6,323,328.95	61,481,242.06	37,293,573.49	81,158,610.96	43,616,902.44	7,792,958.70

TACIS									
Convention n°	Initial budget	Final budget	Contracts ETF as per 31.12.97	Payments ETF as per 31.12.97	Contracts locally as per 31.12.97	Payments locally as per 31.12.97	Total contracts as per 31.12.97	Total payments as per 31.12.97	Available for contracting as per 31.12.97
950968 & 965166	1,572,200.00	1,572,200.00	1,501,319.70	246,319.90					70,880.30
WW94.03	577,000.00	577,000.00	250,952.03	232,088.83					326,047.97
WW9407	1,282,649.00	1,282,649.00	990,162.31	210,162.31					292,486.69
965167	530,200.00	530,200.00	380,108.00	311,075.20					150,092.00
MO97010301	1,500,000.00	1,500,000.00	0.00	0.00					1,500,000.00
Total 2	5,462,049.00	5,462,049.00	3,122,542.04	999,646.24	0.00	0.00	0.00	0.00	2,339,506.96

Grand total (1+2)	94,021,049	94,413,619	22,799,911	7,322,975	61,481,242	37,293,573	81,158,611	43,616,902	10,132,466
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* Final budget is initial budget + PMU interests (which are reinserted in the programme).

** Contracts exceed the final budget due to the ECU 57,328 paid as VAT and other payments which will be returned from the state budget.

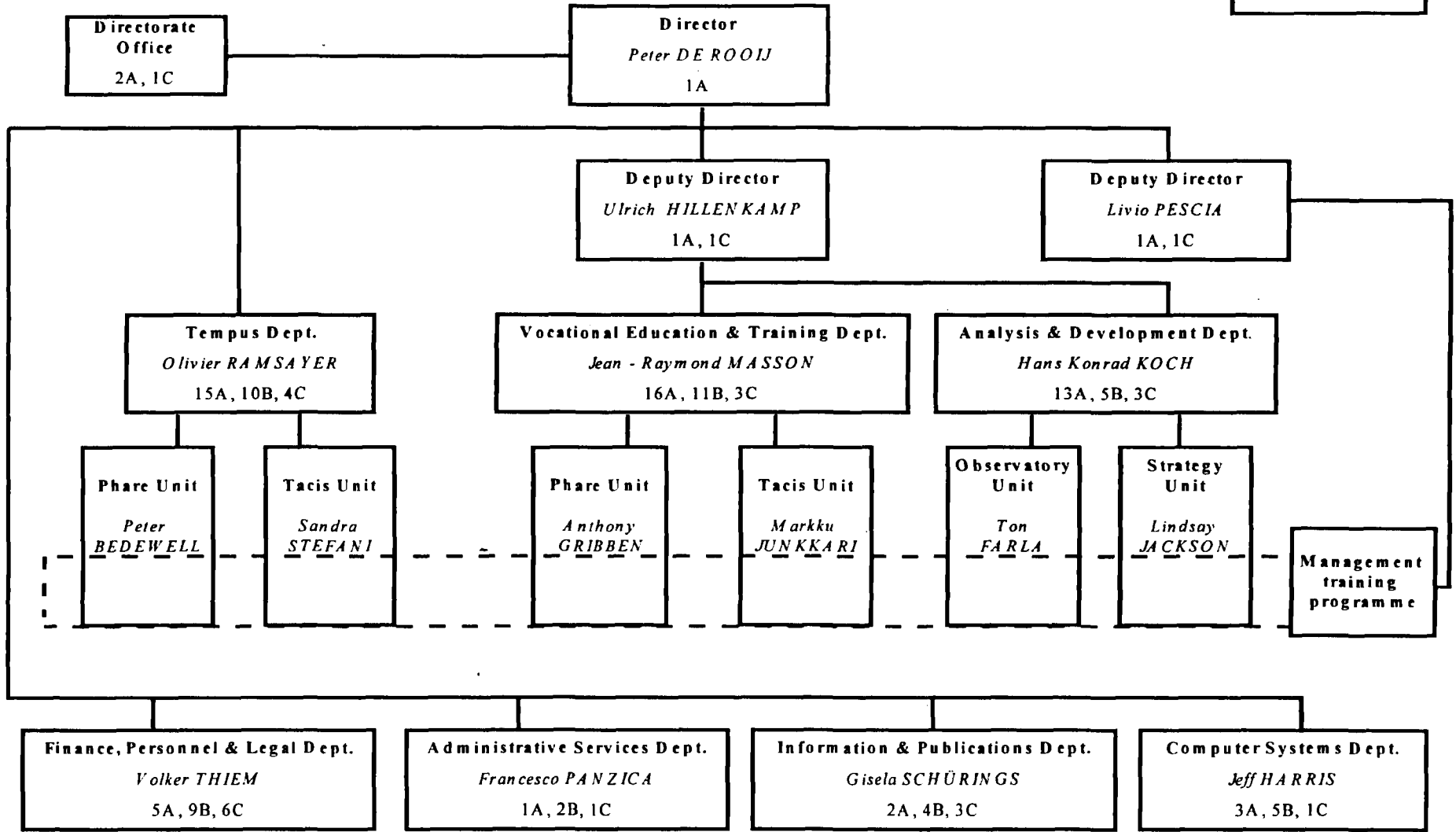
*** Final budget is initial budget - contracts directly made by the Commission.

ANNEX II - ETF's ORGANISATIONAL STRUCTURE

EUROPEAN TRAINING FOUNDATION : Organigramme

December 1997

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ANNEX III - PERSONNEL

Temporary agents

Table 1: The number of temporary agents in post by category and nationality on 31 December 1997

Nationality \ Category	A	B	C	Total
Austria	3	-	1	4
Belgium	5	6	3	14
Denmark	1	-	1	2
Finland	2	2	-	4
France	8	3	4	15
Germany	10	2	3	15
Greece	2	1	-	3
Ireland	1	4	2	7
Italy	8	11	2	21
Luxembourg	-	-	1	1
Netherlands	5	4	0	9
Portugal	-	-	1	1
Spain	2	1	-	3
Sweden	1	1	1	3
United Kingdom	8	8	4	20
Total	56	43	23	122*

* The total number of temporary agent posts allocated to the Foundation in the establishment plan is 130.

Table 2: Change in staffing throughout 1997

Grade	Situation on 01/01/97	Departure	Recruitment	Change of grade	Total
A	58	-6	3	+1	56
B	43	-4	4	-1/+1	43
C	25	-2	1	-1	23
Total	126	-12	8		122

Recruitment procedures for six posts were underway at the end of 1997.

Other staff of the Foundation at the end of 1997

Table 3: The number and type of other staff of the Foundation at the end of 1997.

Auxiliary agents	A	1.16 fte*
	B	1.83 fte
	C	1.33 fte
	Total	4.32 fte
Local agents		13.5 fte
Detached National Experts		3 fte

* fte = full time equivalent

ANNEX IV - EVENTS

European Training Foundation events

No.	Date	Organiser	Place	Description
1.	13-14 Jan.	ETF	Tirana, ALB	Donor's Workshop in Albania
2.	3-7 Feb.	ETF	Turin, I	Tacis National Observatories training
3.	10-11 Feb.	ETF	Prague, CZ	Leonardo Seminar
4.	17 Feb.	ETF	Turin, I	Governing Board meeting
5.	7-8 Mar.	ETF	Warsaw, PL	Advisory Forum sub-group meeting: 'The role of social partners in the development of vocational training in a market economy at enterprise level'
6.	17-18 Mar.	ETF	Copenhagen, DK	Advisory Forum sub-group meeting: 'The setting up of regional, national and sectoral targets as a tool for reforming the system'
7.	17-21 Mar.	ETF	Helsinki, SF	Training workshop for Tempus Information Points in the Tacis countries
8.	24-25 Mar.	ETF	Prague, CZ	Advisory Forum sub-group meeting: 'Strategy aids for implementation of vocational standards'
9.	7-11 Apr.	ETF	Turin, I	Plenary meeting of Phare National Observatories
10.	7-11 Apr.	CEDEFOP/ ETF	European Parliament, Strasbourg, F	Joint information exhibition at the European Parliament
11.	17 Apr.	ETF	Sarajevo,	Workshop on vocational education and training in Bosnia and Herzegovina
12.	21-23 Apr.	ETF	Turin, I	Workshop on Tacis National Observatories
13.	21-24 Apr.	ETF	St. Petersburg, RF	Horizontal workshop on 'New Learning Concepts'
14.	23-24 April	ETF	Turin, I	Meeting with the informal working group on the sustainability of the National Observatories
15.	24-25 Apr.	ETF	Turin, I	Meeting of those involved in the preparation of the Thematic Glossaries

No.	Date	Organiser	Place	Description
16.	25-26 Apr.	ETF	Turin, I	Experts group meeting on the new business school
17.	4-6 May	ETF	Bucharest, RO	Conference on generating investment through economic reform
18.	5-6 May	ETF	Ljubljana, SLO	Round Table: 'Integration of work and learning'
19.	23 May	ETF	Turin, I	Advisory Forum sub-group Chairmen's meeting
20.	26-28 May	ETF/RO Ministry of Education/ EU Delegation RO	Sinaia, RO	'VET Reform - a key to EU integration'
21.	2-5 Jun.	ETF	St. Petersburg	Horizontal workshop on 'Labour Market Assessment'
22.	3-4 Jun.	ETF	Moscow, RF	Legal framework of initial vocational education and training in Russia
23.	6 Jun	ETF	St Petersburg, RF	Steering Committee of pilot project on vocational training reform in north west Russia
24.	9-13 Jun.	ETF	Bussum, the Netherlands	Phare PMU meeting
25.	16-17 Jun.	OECD	Moscow, RF	Review of Education in the Russian Federation
26.	24-27 Jun.	ETF	Turin, I	Plenary meeting of the Phare National Observatories
27.	25-26 Jun.	US. Dept. of Labour	Skopje, FYROM	National seminar to present the findings of the joint Foundation/US Dept. of Labour stock-taking exercise in the Former Yugoslav Republic of Macedonia
28.	28 Jun.-3 Jul.	ETF	Turin, I	Study visit of the Chairmen of Education and Labour ministries of the four Russian regions involved in the NW. Russia pilot project
29.	30 Jun.	ETF	Turin, I	Official ceremony organised in collaboration with the Regione Piemonte to commemorate the official opening of the Foundation's premises and the ratification of the site agreement.

No.	Date	Organiser	Place	Description
30.	30 Jun.- 1 Jul.	ETF	Turin, I	Final meeting of the Staff Development Programme
31.	2-4 Jul.	National Observatory/National Board of Education (NBO)	Ulaanbaatar, MNG	Regional Workshop (National Observatories Project)
32.	5 Jul.	ETF	Turin, I	Round table - "Cross-country comparison (post-secondary sector) in Phare"
33.	11 Jul.	ETF	Turin, I	Glossary Workshop
34.	14-18 Jul. 15 Jul.	UNESCO + International Partners (ETF)	Hamburg, D	Fifth International Conference on Adult Education (Confinteia): 1 st session: Adult Education and the Changing World of Work (ETF)
35.	16-18 Jul.	National Observatory/ National Board of Education (NBO)	Tbilissi, GEO	Regional Workshop: (National Observatories Project)
36.	18 Jul.	ETF in co-operation with council of Europe	Strasbourg, F	Round Table on Post Secondary Vocational Education
37.	28 Jul.	ETF	Turin, I	Expert Team Meeting on: The role of Social Partners in the development of VET
38.	8-10 Sep.	ETF	Lingotto centre, Turin, I	Advisory Forum meeting
39.	9-10 Sep.	Polish National Observatory/Phare programme "Improve"	Jablonna, PL	Conference "Reform in Vocational Education in Poland"
40.	10-11 Sep.	ETF	Turin, I	Informal working group of experts on sustainability of the National Observatories Network
41.	11-14 Sep.	ETF	Poland	Leonardo Conference
42.	12 Sep.	ETF	Turin, I	A Framework for Donor Coordination

No.	Date	Organiser	Place	Description
43.	12 Sep.	ETF	Turin, I	Workshop on financial systems for the EU agencies
44.	16-19 Sep.	UNESCO	Minsk, BR	Regional Seminar on Educational Statistics
45.	16-19 Sep.	Ministry of Education	Baku, AZR	National conference on Technical and Vocational Education
46.	17-19 Sep.	CEE Club, Republ. Inst. of Vocational Education - Belarus	Minsk, BR	Yearly conference of the Central-Eastern European Club on VET "Updating Curricula on the Challenges of the Market Economy"
47.	22-25 Sep.	ETF	St. Petersburg, RF	Workshop: "VET Management" ("Pilot Project")
48.	24-26 Sep.	ETF	Bled, SLO	"Integration of work and learning" 2nd Workshop on Curriculum Innovation
49.	26 Sep.	ETF	Turin, I	Visit of Danish Minister of Labour to ETF
50.	29-30 Sep.	National Observatory	Bishkek, KYR	National Workshop: Kyrgyzstan
51.	29-30 Sep.	National Observatory	Ulaanbaatar MNG	National Workshop: Mongolia
52.	01-03 Oct.	National Observatory	Moscow, RF	National Observatories Project National Workshop (01-02 Oct.) and Conference: "VET in Russia: Information, Policy & Finance" (02-03 Oct.)
53.	02-03 Oct	National Observatory	Almaty, KAZ	National Workshop: Kazakhstan
54.	03 Oct.	ETF	Turin, I	Presentation of the Vocational Adult Education Centres in Finland
55.	03-07 Oct.	Council of Europe	Dubrovnik	Post Secondary Conference with Council of Europe
56.	06-08 Oct	National Observatory	Kyiv, UKR	National Workshop Ukraine
57.	16 Oct.	European Environment Agency	Copenhagen, DK	EU Agency Directors' meeting
58.	16-17 Oct.	ETF	Prague, CZ	Leonardo thematic conference. Counselling and guidance
59.	26-27 Oct.	ETF	Turin, I	Governing Board Meeting

No.	Date	Organisation	Place	Description
60.	16-18 Oct	ETF	Sinaia, RO	CEEMAN Annual Conference
61.	22-24 Oct.	VET PMU & NTF	CZ	International conference on VET in CZ
62.	30 Oct.	ETF - CEDEFOP	Bonn, D	Preparatory meeting for CEDEFOP conference on comparative VET research
63.	03 Nov.	RABE + ETF	Cairo, Egypt	RABE Annual Conference (Russian Association for Business Education)
64.	04 Nov.	ETF	Turin, I	Round Table of Experts on Post-Secondary Vocational Education
65.	03-07 Nov.	ETF	Turin, I	Phare and Tacis National Observatories Meeting
66.	05-07 Nov.	ETF	Turin, I	Informal workshop for National Observatory sustainability
67.	09-11 Nov.	ETF	Sweden	Joint ETF-Sweden Leonardo contact seminar for the Baltic States and Slovenia
68.	10-11 Nov.	ETF	Samarkand, UZB	Conference: "Continuing Training in Uzbekistan"
69.	17-20 Nov.	ETF	Almaty, KAZ	Workshop: "How to run and finance a Business School"
70.	20-22 Nov.	ETF	Turin, I	Workshop on "Labour Market Analysis and vocational training"
71.	24-28 Nov.	ETF	Lille, F	PMU Meeting
72.	24-26 Nov.	ETF	St. Petersburg, RF	Workshop: "Teacher Training" (Pilot Project)
73.	28 Nov.	ETF	Warsaw, PL	Workshop on dissemination of ETF's report on 're-designing 'Management Development in the New Europe'
74.		ETF	Turin, I	Meeting: "Donor Co-ordination in VET in Russia"
75.		ETF	Romania	Leonardo Conference
76.	end Nov.	National Observatory	Prague, CZ	Workshop on VET & regional development
77.	05-06 Dec.	ETF	Turin, I	Advisory Forum Chairmen's Meeting
78.	08 Dec.	ETF	Sofia, BG	Dissemination workshop - National Observatory Bulgaria
79.	08-09 Dec.	ETF	Bratislava, SLK	Slovak Leonardo thematic conference

No.	Date.	Organisation	Place	Description
80.	15-16 Dec.	ETF	Turin, I	Workshop: The role of Social Partners

81.		ETF/ CEEMAN		Management training Workshop in Poland
82.		ETF	Brussels, B	Presentation of the results of the project: "Evaluation of Tacis activities in the field of management training"

Tempus Events

No.	Date	Organiser	Place	Description
1.	6-7 Feb.	European Commission	Brussels, B	National Tempus Office meeting
2.	10-11 Mar.	ETF	Turin, I	National Tempus Office meeting
3.	24-25 Mar.	ETF	Turin, I	Fourth Tempus Tacis coordinators meeting
4.	19-23 May	ETF	Kyiv, UKR	Project Management Training for project co-ordinators from Belarus, Moldova and Ukraine
5.	23 May	ETF	Turin, I	National Tempus Office meeting
6.	11-13 Sep	Polish National Tempus Office	Konstancin, PL	Tempus Training Seminar
7.	19 Sep.	ETF	Turin, I	National Tempus Office Meeting
8.	22-23 Sep.	ETF	Turin, I	National Tempus Office
9.	02-03 Oct	Bulgarian National Tempus Office	BG	Tempus Training Seminar
10.	09 Oct	ETF, DGXXII	Turin, I	Tempus Tacis project selection wrap-up meeting
11.	16-17 Oct	DG XXII	Brussels, B	National Tempus Office Meeting
12.	23-24 Oct.	Czech National Tempus Office	CZ	Tempus Training Seminar

No.	Date	Organiser	Place	Description
13.	07-08 Nov.	Lithuanian National Tempus Office	Lithuania	Tempus Training Seminar
14.	12-13 Nov.	ETF	Slovenia	Tempus Tacis Output Evaluation Workshop
15.	14-15 Nov.	DG XXII/ETF	Portoroz, SLO	Tempus Conference
16.	17-18 Nov.	ETF	Turin, I	Tempus Tacis Information Points Meeting
17.	28-29 Nov.	Slovenian National Tempus Office	Slovenia	Tempus Training Seminar
18.	12-13 Dec.	Estonian National Tempus Office	Estonia	Tempus Training Seminar

ANNEX V - PUBLICATIONS

European Training Foundation publications

Title	Languages	Media
ETFacts V - newsletter	EN/FR/DE/RU	Paper and Web (EN version)
Vocational training report on Kyrgyzstan	EN	Paper and Web
Vocational training report on the former Yugoslav Republic of Macedonia	EN	Paper and web
ETFacts VI	EN (FR/DE & RU to follow)	Paper and Web (EN version)
Information leaflet	All EU languages + RU	Paper and Web (EN version)
Country reports on vocational training systems in the Phare countries <ul style="list-style-type: none"> • Bulgaria • Czech Republic • Estonia • Hungary • Latvia • Lithuania • Poland • Romania • Slovenia 	EN (FR + DE to be completed in 1998)	Paper and Web
Curriculum innovation - proceedings of the 1996 conference	EN	Paper and Web
Phare training sector paper (on behalf of the European Commission)	EN	Paper
Fact sheets on the vocational training systems in the Phare countries <ul style="list-style-type: none"> • Bulgaria • Czech Republic • Estonia • Hungary • Latvia • Lithuania • Poland • Romania • Slovenia 	EN (FR + DE to be completed in 1998)	Paper and Web

Title	Languages	Media
Foundation's 1996 Annual Report	All EU languages	Paper

Updates and new fiches on vocational training programmes in the Phare countries	EN	Paper and Web
ETFacts VII	EN/FR/DE/RU	Paper and Web (EN version)
ETF 1997 Work Programme	EN/FR/DE/ES/IT/RU	Paper
Advisory Forum sub-group reports	EN/FR/DE	Paper and Web
Kyrgyzstan - Report on the vocational training system	EN	Paper and Web
Former Yugoslav Republic of Macedonia - Report on the vocational training system	EN	Paper and Web

Furthermore, work began on a number of other publications which will be printed/made available for download early in 1998:

- Management training - the New Business School
- Fiches on vocational training programmes in the Tacis countries
- Fact sheets on the vocational training systems in the Phare countries (FR & DE)
- Country reports on vocational training systems in the Phare countries (FR & DE)
- European Training Foundation 1998 Work Programme
- ETFacts VIII
- Updates and new fiches on vocational training programmes in the Phare countries
- Azerbaijan report on technical and vocational education and training
- Leonardo preparatory measures dossiers for 10 countries of Central and Eastern Europe
- Issue 11 of the European Journal of Vocational Training (a CEDEFOP publication produced in co-operation with the European Training Foundation)

Tempus Publications

Title	Languages	Media
Tempus Tacis Management Handbook	EN/FR/DE/RU	Paper
Tempus Tacis Compendium	EN (+FR and DE)	Paper and Web
Tempus Phare Compendium	EN (+FR and DE)	Paper and Web
Tempus Tacis Guide for applicants	All EU languages + RU	Paper and Web
Tempus Phare Guide for applicants	All EU languages	Paper and Web
Tempus at Work	in FR + DE (EN completed in 1996)	Paper and Web
Tempus Tacis at Work	EN (FR, DE + RU to be completed in 1998)	Paper and Web
Tempus Outputs Promotion studies	EN/FR/DE	Paper and Web
Tempus Handbooks	EN/FR/DE	Paper and Web
Tempus Guide to Living and Working in Moldova	EN	Paper

Tempus Ongoing Publications

- Tempus Tacis at Work in FR/DE and RU
- Tempus Guide to Living and Working in Armenia

European Training Foundation - Annual report 1997

Luxembourg: Office for Official Publications of the European Communities

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